



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: October 30, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	1.16	Internal Affairs Investigations	1	11/01/08	CS-0668 Authorization for Release of Information to DCS
Summary of Policy revisions for 1.16: Supersedes 1.16, 09/01/01: Policy revised to update procedures and update into new policy format. Major policy review required.					
2.	28.3	Construction, Expansion, Building and Safety Code Guidelines for DCS Facilities	28	11/01/08	None
Summary of Policy revisions for 28.3: Supersedes 28.3, 11/15/07: Policy revised to include Group Homes back in Section B. It had been left out at last revision due to plans to remove GH's from YDC policies due to COA. Plans for separation were put on hold. Minor policy review required.					

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.